

Director of Security

14 July 1953

Chief, Security Division

Accomplishments of the Security Division during  
Fiscal Year 1953 and Objectives for Fiscal Year 1954

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1. Accomplishments during Fiscal Year 1953

a. A new Agency-wide badge system designed to better control entrance to Agency buildings and restricted areas was put into effect. In connection with this program, all employees whose photographs were more than one year old were rephotographed. Among the obstacles encountered after production was commenced was that of distortion of the badge during lamination. This was finally solved by the printing of a heavy, wavy red vertical line on each side of the photograph, thereby creating an optical illusion which greatly minimized the prominence of the distortion.

b. Procedures were adopted to effect conformity with the provisions of Executive Order 10450 (President's Security Program). The files of all employees, whose cases were handled under the provisions of Executive Order 2835, were reviewed to determine compliance with the new Executive Order 10450.

c. An applicant information sheet, setting forth criteria for employment with this Agency, was prepared in collaboration with the Assistant Inspector General. It is presently being given to applicants, together with the PHS, in order to discourage persons who do not meet Agency standards from submitting applications.

d. The Appendix I to the Personal History Statement was amended to conform with the organizations listed by the Attorney General pursuant to Executive Order 10450. In addition, the certification formerly used on the Appendix I was revised to include a certification by the applicant to the effect that the spouse was never associated with any of the listed organizations.



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f. A new and unique method of forcible entry of the Remington-Rand 4 drawer safe file was discovered and, after considerable experimentation, modifications to prevent such forcible entry were developed. The modification developed is

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visible from the outside of the cabinet. Presently, an invisible modification is being sought. This discovery was coordinated with the Physical Security Equipment Agency and other interested government agencies. As a result, plans are presently being made to develop security specifications on a government-wide basis applicable to safe files to prevent such and other methods of forcible entry. As a result of work done in this connection, one of the major safe companies has produced a hand made model of a new safe file cabinet using a new locking principle in conjunction with the manipulation-proof combination lock. This safe is being tested for defects.

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h. The position of Research Officer was established in the Security Division. The duties of such position include a continuing study of individual and groups of cases from the CI standpoint, and will involve close coordination with the Security Research Staff and the Research Officer's counterpart in the Special Security Division. Arrangements were also made in the Interrogation Research Branch for an individual highly qualified in polygraph techniques and CI procedures to review all cases prior to polygraph for the purpose of determining specific points which should be covered during interview.

i. Arrangements were made to insure that all CIA Consultants are fingerprinted in order to conform with a clarification by the Civil Service Commission to the effect that, under Executive Order 9835, Consultants were to be processed in the same manner as regular employees. This procedure will be continued in the future, inasmuch as Executive Order 10450 specifically includes Consultants under the provisions of the order.

j. A survey was conducted of the program for issuance of firearm credentials. Plans are now being effected to obtain District of Columbia firearm permits in certain appropriate cases, where the purpose of the requested permit is not strictly within the purview of Public Law 110.

k. As the result of a recommendation following a visit by the Chief, Security Division, to [REDACTED] a full time

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Security Officer was assigned to that installation for the purpose of effecting better security.

1. CIA Security Regulations pertaining to the work of this Division were revised in accordance with the Agency-wide plan for revision of CIA Regulations.

m. The Security Indoctrination lectures were revised and a new movie, entitled "Low Treason," was added in order more effectively to impress new employees with their security responsibilities.

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o. An Agency polygraph training program was effected in the Interrogation Research Branch and, to date, eight overt

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r. A program to continue polygraphing all employees in the Agency who have not previously been polygraphed remained in progress during the year. Among others, the office of DD/P has now virtually been completed.

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t. The Interrogation Research Branch has also maintained a continuing program of research and development of interrogation techniques and has kept abreast of new developments on polygraph machines. Briefings on the capabilities and limita-

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u. During the past fiscal year, the Physical Security Branch maintained a continuing research in the fields of locks, safekeeping containers, alarm systems, incinerators, shredding machines, building protection and other physical security matters. This Branch also developed and supervised the construction of the new Security Office Indoctrination Room. In addition, the Physical Security Branch provided physical security support to Project [REDACTED], National Security Council, the President's Committee on International Information Activities and [REDACTED] Warehouse. Armed support was provided on various occasions to the CIA Credit Union and for the protection and transportation of highly classified documents both in the Washington, D. C. area and in connection with high level meetings held in [REDACTED]

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v. On the recommendation of, and with the technical assistance of, the Physical Security Branch, a vault area was constructed in the Finance Division area in I Building, and an ADT alarm system was installed for additional protection. In addition, upon the recommendation of the Physical Security Branch, a bullet-proof automobile was secured for the purpose of transporting large sums of money to and from this area. Extensive tests of the effectiveness of various types of bullet-proofing materials were conducted.

w. Detailed plans for a security communication network to be used in the event of an emergency were formulated. This network will provide for radio communication between a base station located in Administration Building or an alternate station located in the Night Security Office and a fleet of automobiles, including, among others, those of the Director of Security, Physical Security Branch and the Captain of the CIA Guard Group. In addition, this network will include several "handy talkies" to be used by necessary personnel, including several platoons of the Security Patrol. This network will become operative in the near future, when the remaining equipment now on order becomes available for installation.

x. The badge records of the Physical Security Branch were changed from a manually operated system to a machine records system, which permits a rapid statistical analysis of badges issued.

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y. Certain accomplishments of the Physical Security Branch which best lend themselves to statistics are as follows:

✓ Investigations	753	
✓ Physical security surveys	176	
✓ Persons processed for identification	3,111	
Fingerprint cards submitted to FBI	3,612	
✓ Badges of all types made and issued		25X9A2
✓ Persons trained in use of firearms	352	
✓ Visitors admitted	110,676	
✓ Safety surveys and inspections	138	
✓ Security indoctrination lectures and special security briefings	99 classes 3,111 persons	
✓ Technical inspections	16	
✓ Safes - combination changes or repairs	11,179	
✓ Classified waste destroyed	988,300 pounds	
✓ Security matters handled by Night Security Officers	1,911	

z. During the fiscal year 1953, a representative of the Personnel Security Branch was physically assigned to the Central Processing Branch in order to improve the security briefing of persons travelling overseas. In addition, this individual interviews selected returnees from overseas in order to discover any particular security problems encountered by such persons while travelling or on overseas duties. Within the past four months, a program has been initiated whereby this individual affords a security briefing to certain adult dependents of employees who are in the Washington area and preparing to leave for overseas.

aa. The manually posted record system in the Personnel Security Branch was replaced with a machine records system, which, in addition to saving time on control and statistical problems, furnishes the basic cards necessary for the improved visible index locator system (formerly "Chain-dex") also installed during the past fiscal year.

Office of Operations. In addition, 1,299 cases involving persons to be employed on work under classified contracts, persons involved in external research projects and persons to be contacted by offices

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other than the Office of Operations were processed for clearance up to, and including, Secret.

ad. The security briefing and debriefing functions of the Personnel Security Branch included interviews with 2,411 persons resigning or going on extended leave without pay, and interviews with persons going overseas. In addition, during the past nine months persons returning from overseas were interviewed, and during the past four months dependents of Agency employees were interviewed for purposes of overseas travel.

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ae. A total of 21, 740 requests for name checks were received from other government agencies, and a total of 1,337 Security Office files were reviewed in connection with these requests.

af. A total of 3,500 files were reviewed for the purpose of passing upon transfers between CIA offices or between geographical locations.

ag. During the past fiscal year 31 cases were processed for Loyalty Board or Employment Review Board action.

ah. During the fiscal year ending 30 June 1953, 171 persons, either fully cleared and on duty or cleared subject to polygraph examination, were separated from the rolls of the Agency as a result of direct Security Office action. This total breaks down as follows:

144	regular appointees to civilian T.O. slots
24	military personnel
3	consultants under contract

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A detailed analysis of these figures follows:



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2. Objectives for Fiscal Year 1954

a. The routine clearance, physical security and polygraphing functions will be carried on at such level as the operations of the Agency will require. Since the probability of a more stabilized case load in the field of security clearances is anticipated for the coming fiscal year, it is planned to shift additional emphasis to completion of cases which were investigated on a minimum basis during the period following 1 January 1951, on which date the FBI discontinued investigating our applicants. Further, it is planned to conduct over-all studies of employee cases to pick up any leads in the interest of security, regardless of the scope of investigation on file. Group studies of the employees comprising [REDACTED] and other appropriate segments of the Agency, are contemplated on a review basis.

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d. Plans are now under way for revision of the visitor control program. These plans will provide for conversion of the program to a machine records system, which will permit a rapid analysis of many aspects of the visitor problem in the Agency. It is anticipated that this conversion will prove particularly valuable for informational and control purposes.

e. A complete study of the CIA guard force will be made to determine if it would be advisable to convert to a guard force consisting of CIA employees, rather than the arrangements with the Public Building Service presently in affect.

f. A detailed study of our present system of Staff Security Officer checks will be made during the next fiscal year to determine such procedure which could be effected which may reduce the number of security violations resulting from open safes and classified information exposed after hours.

g. As a result of pressure already applied to several manufacturers of safe file cabinets pointing out security weaknesses, it is anticipated that more secure cabinets will be produced for purchase by the Agency during the next fiscal year. For the benefit of our operational cover problems, efforts will be made to develop security specifications concerning safe files on a Federal procurement basis. (Government specifications at the present time do not include specific security requirements upon manufacturers, other than the combination lock aspect of the cabinets.) Upon development of a suitable invisible modification, which does not obviously point out the mechanical weaknesses of existing safe files, a suitable program of either modification or replacement of safe files containing highly classified information will be initiated.

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h. Efforts will be made to improve physical security practices and procedures of the Agency, to improve techniques and equipment.



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used in our polygraph program, and to augment personnel security aspects by review and study of existing information and development of such additional information in individual cases as will be necessary.

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